

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
Architect Services for Roof/Window Replacement at Marshalton and Window Replacement at
Delcastle
ISSUED BY NCCVT SCHOOL DISTRICT
CONTRACT NUMBER 1703

Q1) Section I, Page 1; “A mandatory pre-bid meeting has not been established for this Request for Proposal.” How can I arrange a site visit to both facilities to observe the roof and window conditions?

A1) A tour can be provided on Thursday, June 29th at 7:30am. Tour will start promptly at 7:30 at Marshalton, 1703 School Lane, Wilmington, DE 19808

Q2) Section II, Page 1; “The NCCVT School District (CSD) is seeking proposals for professional services in conjunction with their Major Capital Program.” Can I be provided a copy of the NCCVT Major Capital Program?

A2) The major capital program is the certificate of necessities issued by the State. In this case, the certificates are not helpful because the funding has been transferred to the Marshalton and Delcastle projects.

Q3) Section II, Page 1; “Scope in the major capital program will include the roof and window replacement at Marshalton (\$3.1M) and the window replacement at Delcastle (\$1.3M).” What are the physical sizes of the work scope items at each school? (area of roofing, area of windows)

A3) These specifics can be determined by the successful architect.

Q4) Section III, B.3, Page 2; “Price.” A price is to be submitted, but there is no clear definition of what the pricing components are. Each responding firm can price completely different approaches, leaving NCCVT no way to effectively compare firms. Please provide definition of the pricing components.

A4) No pricing is to be submitted. The proposals will be evaluated based on the evaluation criteria set forth by the RFP and a price will be negotiated with the top rated candidate. If an agreement cannot be reached, the next highest firm will be contacted to initiate negotiations on pricing.

Q5) Section III, B.3, Page 2; “Price.” *A price is indicated to be submitted, but there is no clear definition of what the pricing components are. Are you looking for one total price for both schools, or one total price for each school?*

A5) No pricing is to be submitted. The proposals will be evaluated based on the evaluation criteria set forth by the RFP and a price will be negotiated with the top rated candidate. If an agreement cannot be reached, the next highest firm will be contacted to initiate negotiations on pricing.

Q6) Section IV, A.4, Page 2; “Address all communications to the person listed below;....” Do you have lead based paint testing reports available for both schools?

A6) All available reports will be provided to the successful candidate.

Q7) Section IV, A.4, Page 2; “Address all communications to the person listed below;....” Do you have Asbestos sampling and testing reports available for both schools?

A7) All available reports will be provided to the successful candidate.

Q8) Section IV, B.2, Page 4; “All properly sealed and marked proposals are to be sent to the NCCVT School district...NCCVT School District, 1417 Newport Road, Wilmington, DE 19804” Attachment 1, Submittals, Page 28; “All interested firms should submit five...of its proposal to: NCCVT School District, 196 Commerce Way, Dover, DE 19904” The address to submit our responses is listed in two completely different addresses on page 4 and page 28. Please clarify which address the proposals shall be delivered to.

A8) All proposals shall be delivered to :
NCCVT
Attn: Sean Sokolowski

- Q9) Section IV, C.5, Page 12; “After initial scoring and a determination that vendor(s) are qualified to perform the required services, selected vendors may be invited to to interview with the Evaluation Team.” With responses due July 5, and an award made on or about July 25, when are the interviews scheduled?**
- A9) If necessary, interview will be scheduled the week of July 17th, however, it is anticipated that interviews will not be necessary.
- Q10) Section IV, D.3.a, Page 13; “The term of the contract between the successful bidder and the NCCVT School District shall be for one (1) year.” The contract term is for one year. Does this term of contract then require the construction to occur during the regular school year, since design award will not be made until the end of July 2017?**
- A10) The term of the contract will be until the project is over. It is anticipated that there will be construction during the regular school year.
- Q11) Section IV, D.3.b, Page 13; “The selected vendor will be required to enter into a written agreement with the NCCVT School district.” Will there be one contract for both schools, or separate contracts for each school?**
- A11) There will be separate contracts for each school.
- Q12) Section IV, D.7.s, page 21; “Subcontractors, if any, shall be clearly identified in the Vendor’s proposal by completing Attachment 6,...” Attachment 6 is referenced, but not included in the RFP. Please provide Attachment 6.**
- A12) Attachment 6 is provided at the end of these Q & A’s
- Q13) Will the District Logo be provided?**
- A13) No, the District Logo will not be provided.
- Q14) Section I, Page 1, states “... to provide Architect Services ...” We are an engineering firm with both registered architects and engineers on staff with significant experience providing the services required for this project. We currently do not have any architects registered in Delaware, only professional engineer. Would we be eligible for this contract?**
- A14) Yes.
- Q15) There are a couple of references to price in the RFP but no specific instructions as to how to submit the price proposal. Please confirm if a price proposal is required at this time. If so, is there is a particular format or procedure involved? If so, should the price proposal be included in the technical qualifications package or submitted separately?**
- A15) No pricing is to be submitted. The proposals will be evaluated based on the evaluation criteria set forth by the RFP and a price will be negotiated with the top rated candidate. If an agreement cannot be reached, the next highest firm will be contacted to initiate negotiations on pricing.
- Q16) Section II, Page 1, Scope of Services. This section states: “Scope in the major capital program will include the roof and window replacement at Marshalton (\$3.1M) and the window replacement at Delcastle (\$1.3M).” In order to prepare a price proposal, we need a specific scope of services: Regarding design, there are no specific requirements mentioned such as the number of design submissions required, number of copies, meetings, etc. Does NCCVT require bid phase services? With regard to the construction phase, are we to include the usual services such as submittal and shop drawing review; meeting attendance; review of change orders, RFIs, and contractor payment applications; final punchlist? Does NCCVT require either part-time or full-time construction monitoring?**
- A16) No pricing is to be submitted. The proposals will be evaluated based on the evaluation criteria set forth by the RFP and a price will be negotiated with the top rated candidate. If an agreement cannot be reached, the next highest firm will be contacted to initiate negotiations on pricing.

Q17) Section IV, Paragraph D 7 (d), Page 16, states: “The vendor shall be properly licensed and authorized to transact business in the State of Delaware as provided in 30 Del. C § 2502.” Upon review of that section, it appears it is for a contractor and not a professional architecture/engineering firm. Please confirm that section does, in fact, apply to this project.

A17) A Delaware Business License is required.

Q18) Is it possible to see the schools prior to submission of our proposal if a price proposal is required?

A18) A tour can be provided on Thursday, June 29th at 7:30am. Tour will start promptly at 7:30 at Marshalton, 1703 School Lane, Wilmington, DE 19808

Q19) The RFP states the response due date is 7/5/17, but on the website it indicates the response date is 7/15/17. Please confirm the due date.

A19) The due date is 7/5/17.

Q20) Are there any previous reports from engineers, architects or enclosure consultants related to the enclosures (roofs and windows) of the two subject properties in Marshalton and at Delcastle – and if so, would these be made available for firms responding to the RFP?

A20) No reports are available.

Q21) Does double-sided printing count as 1 or 2 pages?

A21) Double-sided printing counts as 2 pages.

Q22) Are these the correct requirements for this RFP:

B. General Evaluation Requirements

1. The qualifications and experience of Long Range Facility Planning and Certificate of Necessity Planning

2. Presentation

3. Price

4. References

A22) No, the correct requirements for this RFP are:

General Evaluation Requirements

1. Experience

2. Expertise

3. Reputation

4. Capacity

SUBCONTRACTOR INFORMATION FORM

PART I – STATEMENT BY PROPOSING VENDOR		
1. CONTRACT NO. Enter Contract Number	2. Proposing Vendor Name:	3. Mailing Address
4. SUBCONTRACTOR		
a. NAME	4c. Company OSD Classification: Certification Number: _____	
b. Mailing Address:	4d. Women Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4e. Minority Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4f. Disadvantaged Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4g. Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4h. Service Disabled Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. DESCRIPTION OF WORK BY SUBCONTRACTOR		
6a. NAME OF PERSON SIGNING	7. BY (Signature)	8. DATE SIGNED
6b. TITLE OF PERSON SIGNING		
PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR		
9a. NAME OF PERSON SIGNING	10. BY (Signature)	11. DATE SIGNED
9b. TITLE OF PERSON SIGNING		

Use a separate form for each subcontractor